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OTR Registry

76-6714

28 SEP 1976



MEMORANDUM FOR: Senior Training Officers

ILLEGIB

FROM : Harry E. Fitzwater  
Director of Training

SUBJECT : Information Required for House Appropriations  
Sub-Committee Staff

1. As you are perhaps aware, members of the House Appropriations Sub-Committee Staff are presently resident in the Chamber of Commerce Building while conducting an investigation into Agency training.

2. These Staff Members have levied a requirement on the Agency for a list of all training facilities, either under direct Agency control or used by the Agency--both in the Headquarters area and [redacted] field locations and safesites. Their requirement includes identification of the type of training and student capacity (where appropriate) by individual classroom, number, type, length of program, and number of students. Where facilities are used for training and other purposes, their request asks that the percentage of time used for training be identified.

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3. We accordingly ask the Senior Training Officers for assistance in responding to this request insofar as their component's training is concerned. Addressees should be aware that the Sub-Committee Staff Members have a copy of the 1975 Component Training Report and have requested a copy of the 1976 Report when it is completed.

4. Attached is a format to use in reporting this information. Assistance in responding to this request can be obtained by calling [redacted] Office of the Director of Training, [redacted]. We would appreciate receiving your reports for consolidation not later than 8 October 1976.

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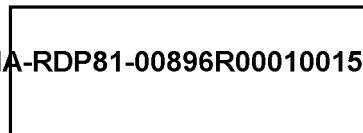
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Harry E. Fitzwater

cc: A/I/DDA

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AGENCY TRAINING FACILITIES

OFFICE OF \_\_\_\_\_

| FACILITY | BUILDING<br>(NAME OR NO.) | ROOM | CAPACITY | % OF USE<br>FOR TRAINING | TYPE OF<br>TRAINING | LENGTH OF<br>TRAINING | FREQUENCY<br>PER YEAR |
|----------|---------------------------|------|----------|--------------------------|---------------------|-----------------------|-----------------------|
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